

**COUNTY OF MONROE
OFFICE OF THE SHERIFF
ROCHESTER, NEW YORK**

GENERAL ORDER JAIL BUREAU	DATE OF ISSUE May 8, 2025	EFFECTIVE DATE May 8, 2025	NO. 017-25
SUBJECT: GENERAL ORDER PHOTOGRAPHING INJURIES		DISTRIBUTION Jail Bureau Personnel	AMENDS
REFERENCE:			RESCINDS 017-19

Purpose: Define the policies of the Monroe County Sheriff's Office (MCSO) regarding the procedure to be followed when an employee or incarcerated individual is injured due to use of force, accident, or any other reason.

Policy: Provide photographic services on a 24-hour basis in regard to documentation and processing any alleged injuries occurring in the jail to either staff or incarcerated individuals (IIs) housed at the Monroe County Jail (MCJ) or Andrew P. Meloni Star Academy (MSA).

I. Procedures

A digital camera will be maintained at both the MCJ and MSA. These cameras will be secured in the respective Supervisors office of each facility, Central Booking, Reception, Second Floor, Third Floor, Fourth Floor and or specialized unit for use by facility staff to take photographs of injuries sustained by staff or incarcerated individuals within the facility. When it's determined an alleged crime has occurred a Jail Technician will be utilized to process the incident to include photographs. Reference **JBGO #63 Jail Technician Unit and JBGO #54, Criminal Investigations of Incidents Occurring in Jail Facilities**. Personnel assigned to the Technicians Unit will be notified to respond to either MCJ or MSA. If a technician is not available or in the event of a prolonged delay, a designated jail staff member will take the photographs.

II. Responsibilities of Supervisory Staff

A. If a staff member or incarcerated individual receives an injury resulting from a use of force, accident, or any other reason, the duty Sergeant/shift supervisor will ensure that photographs depicting the injured area are taken within a reasonable time frame. Photographs of the location/area where the injury occurred to staff and or II(s) will be taken. If one or more injuries are sustained, each injury will be photographed. One photograph may depict clearly more than one area of injury, and in such cases, separate photographs will not be necessary.

* B. The digital images will be attached to the incident in the current Jail Management System. for incorporation into submitted reports. Supervisors are to ensure that proper labeling of photographs and videos are completed. To include year, month, date, Incident Number, photograph number (YYYYMMDD_Incident#_00).

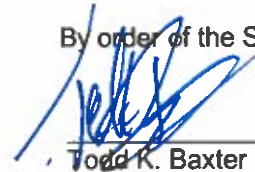
C. The duty sergeant/shift supervisor or other assigned staff member(s) will also complete required reports in accordance with **JBGO-58 Incident Report** documenting the incident in which the injury was incurred. Supervisor staff will review all submitted reports that deal with injuries to ensure that all provisions of this order were properly carried out and that appropriate action was taken when required.

- D. In instances where force is used and there are no injuries, or an alleged injury occurs where there are no visible marks apparent, the Duty Sergeant/shift supervisor will be responsible for ensuring it is documented in the submitted reports, in accordance with **MBGO-33 Response to Resistance Aggression Management Resistance Report**. Photographs of the inmate(s) where force was used or complaint of pain will be taken to show the lack of injury and uploaded to the respective drive.
- E. The Duty Sergeant/shift supervisor will coordinate with the Contract Medical Provider to ensure that any injuries requiring treatment are photographed prior to the application of any bandaging/covering. In the event that photographing an injury would delay necessary medical attention, medical attention will take precedence over photographing the injury. In such cases, written documentation will be provided as to the nature and description of the injury.
- F. Each shift supervisor shall ensure that designated staff has adequate access to the camera when needed. Shift supervisors will also ensure that staff assigned to use such equipment is properly trained in its operation and use.

III. Responsibilities of the Contract Medical Provider

- A. The Contract Medical Provider will document any assessment or treatment required, on an Urgent Medical Assessment submitted to the Duty Sergeant for attachment to the Incident Report.
- B. The evaluating medical staff will alert the Duty Sergeant/shift supervisor to injuries that should be photographed, and assist in the description of any injuries that are sustained, that for whatever reason may not be able to be photographed due to medical attention being immediately necessary.

By order of the Sheriff,



Todd K. Baxter